



SOCIAL SERVICES COUNSELOR I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional level duties in the psychological assessment and counseling of various types of clientele. This is a dual concept classification with positions either providing counseling or case management in areas such as community mediation probation, diversion, treatment, crisis intervention and substance abuse screening.

Distinguishing Characteristics:

Social Services Counselor I

This is the entry-level class in the Social Services Counselor series. This class is distinguished from the Social Services Counselor II by the performance of administrative and analytical duties including conducting assessments and evaluations.

Social Services Counselor II

This is the full journey level class within the Social Services Counselor series. Employees within this class are distinguished from the Social Services Counselor I by the performance of the full range of duties as assigned including the possession of a Mental Health Professional Certificate by the Arizona Board of Behavioral Health Examiners. Employees in this class may also provide guidance/supervision over crisis intervention volunteers, Master level interns, school counselors, and/or psychotherapeutic and educational group facilitators. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Social Services Counselor I, or, when filled from the outside, require three years of prior counseling experience, preferably in a public agency, and possession of a Mental Health Professional Certificate by the Arizona Board of Behavioral Health Examiners. Appointment to the higher class requires that the employee possess a Mental Health Professional Certificate by the Arizona Board of Behavioral Health Examiners and be performing the full range of journey level duties assigned to the class.

Supervision Received and Exercised:

Social Services Counselor I

CITY OF TEMPE

Social Services Counselor I/II (continued)

Receives general supervision from a Social Services Supervisor or other management staff.

Social Services Counselor II

Receives direction from a Social Services Supervisor or other management staff. May exercise functional and technical supervision over less experienced staff, Master level interns, school counselors, volunteers, and group facilitators.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Conduct assessments and evaluation including psychosocial histories and analysis of presenting and underlying problems/issues to determine diagnosis, client needs and appropriate treatment plan and options.
- Provide in-depth psychotherapy to individuals of all ages and families.
- Provide short-term counseling for participants in diversion and probation programs, with monitoring and referral to other treatment providers.
- Develop treatment plans to determine client goals/objectives, interventions, and target dates for achievement. Monitor program compliance. Analyze, evaluate, and adjust treatment programs to needs of client.
- Administer and interpret results of substance abuse screening instruments, refer program participants to appropriate treatment at state-licensed agencies, and supervise/monitor treatment compliance.
- Maintain records and produce reports in accordance with treatment plan, licensure requirements, and internal agency requirements.
- Provide and coordinate community mediation services.
- Act as liaison in matters of victim restitution. Mediate the restitution claims of victims, and monitor client restitution payments. Provide referral and assistance to victims.
- Consult and coordinate issues as appropriate with such entities as the City Attorney's Office, municipal courts, superior court, police, probation departments, school

CITY OF TEMPE

Social Services Counselor I/II (continued)

officials, neighborhood representatives, public assistance workers, and other public and private agency officials to seek assistance and coordinate solutions to participant/client problems.

- Coordinate and provide guidance to such individuals as crisis intervention volunteers, Master level interns, school counselors, and psychotherapeutic and educational group facilitators.
- Prepare and present informational sessions or psycho-educational workshops on assigned program area.
- Perform other duties such as assisting in the evaluation of operations of the programs administered, recommending improvements, assisting in implementing changes and objectives, participating in other task forces as required, and attending professional training courses in accordance with licensure and certification requirements.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Social Services Counselor I

Experience:

Two years of experience providing counseling services in area appropriate to position's assignment.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in psychology, social work, educational psychology or related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain an appropriate, valid Arizona driver's license.

Social Services Counselor II

Experience:

CITY OF TEMPE
Social Services Counselor I/II (continued)

Three years of experience providing counseling services in area appropriate to position's assignment.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in psychology, social work, educational psychology or related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain an appropriate, valid Arizona driver's license.

Possession of a Mental Health Professional Certificate by the Arizona Board of Behavioral Health Examiners.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5410/5411

Salary Range: 31/35

FLSA: Exempt